Air Permit Data Upload (APDU) Process

User Manual

(Version: 2.0)

form_7036_r02
09/10/04

Table of Contents

I. Introduction

The Air Permit Data Upload (APDU) application is a new web-based application that allows Permittees to submit subject item data that can be uploaded by LDEQ into TEMPO electronically.

A. Process Overview

The following is an overview of what may be performed by the Permittee and the Permit Writer in the APDU process.

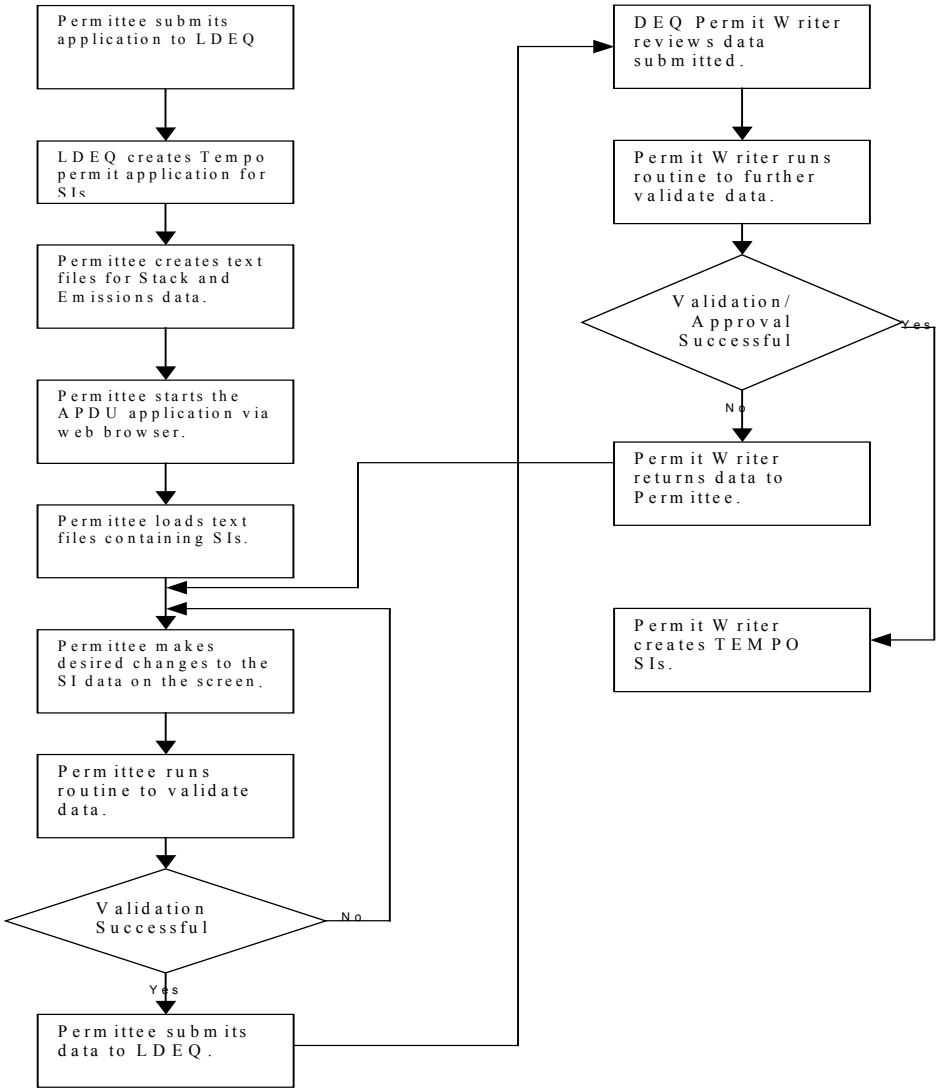
The Permittee submits a permit application to the LDEQ Permits Division either for new equipment or for changes to existing subject items. At the same time, the Permittee can create text file(s) containing the subject items and their related data for which they wish to obtain a permit. The Permittee starts up the APDU application from a web browser and loads the text file(s) containing the subject item data into APDU. Two types of text files are possible, one for stack data and one for emission data. If necessary, the Permittee can make changes to the data in APDU and run a validation routine to check the data for coding errors. The current dataset can be saved in APDU, and the Permittee may resume working on the file at a later time. When all errors found during validation have been resolved, then the Permittee submits the data to LDEQ for Permit Writer review.

The Permit Writer starts up the APDU application from a web browser and retrieves the dataset submitted by the Permittee. The Permit Writer reviews the subject item data technically and, if valid and approved, performs an option to create TEMPO subject items with the submitted data. If any of the subject item data is incorrect or invalid, the Permit Writer may elect to make minimal changes to the dataset, or reject the entire set and return it to the Permittee for corrections. The Permit Writer may also enter comments in each invalid subject item indicating the reason for rejection as well as include comments for the entire dataset. The permit writer can also document any minimal changes made so that the Permittee can download the changes and update the EIQ sheets and the dataset.

The Permittee is then notified of the results. If the Permit Writer rejects the dataset then the Permittee makes corrections and re-submits the dataset until all issues are resolved.

B. Graphical Overview

Below is a graphical representation of the process described in the previous section.



II. System Requirements

A. Minimum Requirements

Operating System:	Windows 98, NT, 2000, XP
Browser:	Internet Explorer (IE) 5.5 and above Netscape* 4.7x and 7.0x (see chart below)
CPU:	Pentium 90 mHz or better processor
Storage:	25 MB free hard disk space (recommended 40 MB)
Memory:	32 MB system RAM minimum

*These versions of Netscape are supported.

Browser and OS configurations:

Platform	Internet Explorer 5.5	Internet Explorer 6.0	Netscape Navigator 4.7.x
Windows 98	X	X	X
Windows NT	X	X	X
Windows 2000	X	X	X
Windows XP		X	X

B. Oracle JInitiator

Oracle JInitiator is an applet that enables end users to run Oracle9*i* AS Forms Services applications directly within their web browser (Internet Explorer or Netscape Navigator) on any of the platforms listed above. Oracle's JInitiator 1.3.1.9 is used by the APDU application.

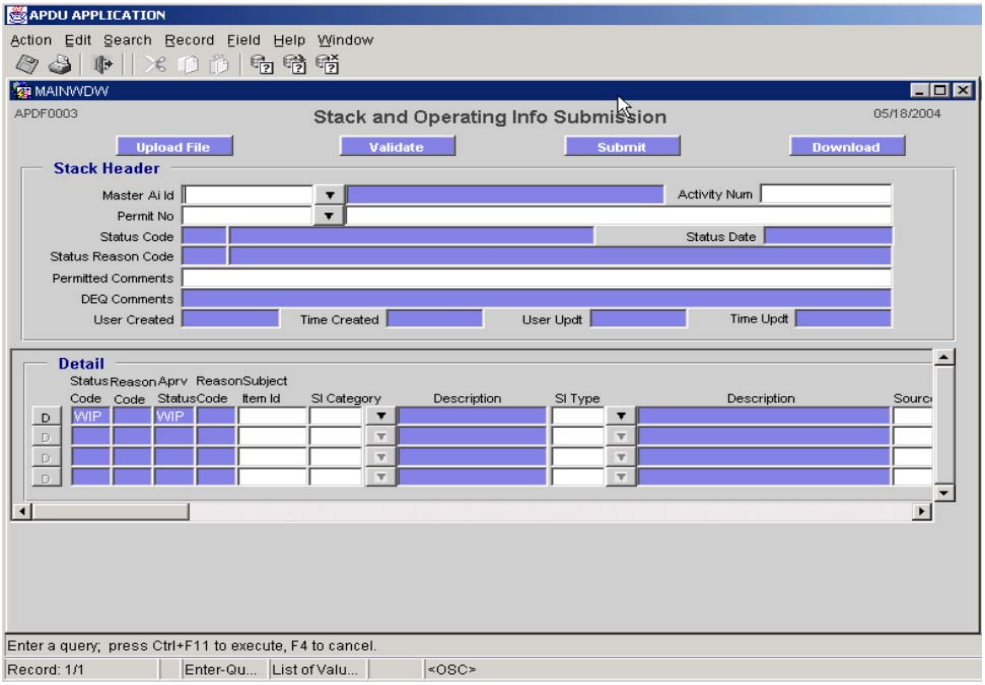
C. WebUtil

Webutil is a Java applet used for interaction between the client desktop and the application server. It is used to upload and download files to and from the APDU application.

III. Application Overview

The APDU application was built using Oracle forms. To make the user experience easier, understanding how forms applications work in general will be beneficial. When any screen is displayed, it will be in either 'Data Entry' mode or 'Query' mode. To determine which mode you are in, refer to the status line located at the very bottom of the screen. (Note: If the status line is not displayed, move the cursor to the top edge of the screen. When the pointer changes to up and down arrows, drag the screen down to make it a little smaller. Release the edge and move the

screen up by clicking on the title bar and dragging. The status line should be displayed at the bottom.) Review the forms screen below.



- The application name 'APDU APPLICATION' appears at the top of the screen.
- The menu is just below the application name.
- The status line is at the very bottom of the screen. On the status line:
  - The left box contains the current record number and the total number of records, for example, 'Record 1/1'.
  - The 2nd box displays 'Enter-Query' if the user is in query mode and is blank if the user is in data entry mode.
  - The 3rd box displays 'List of Values' if the current field has a list of values.

IV. Logging In

A. Accessing APDU

The APDU application is started via a URL that will be accessed over the Internet. This URL is located at the top of the Air Permit Information page on LDEQ's website or users can copy the following URL into their browser:

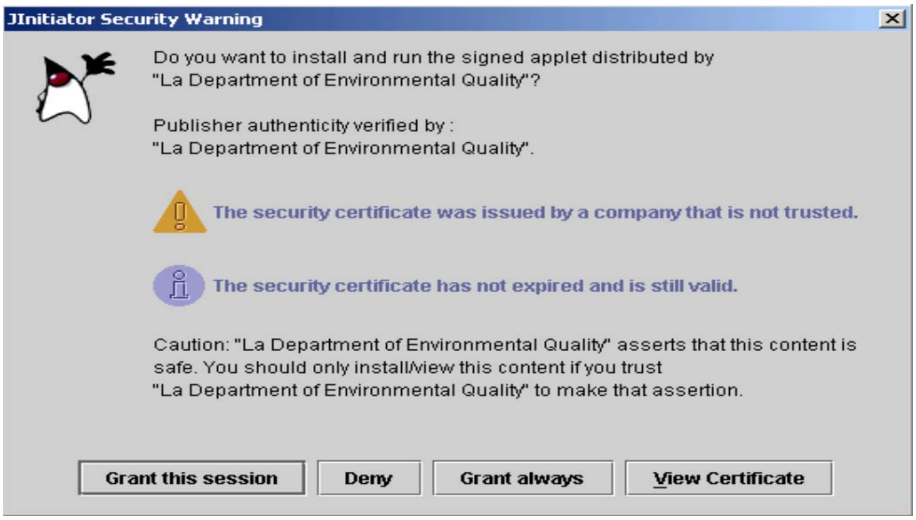
URL: http://apdu.deq.state.la.us/forms90/f90servlet?config=apdu

Note:

1) If JInitiator has not been downloaded and installed on the client computer, the JInitiator installer will appear. Proceed with the installation of JInitiator and select all installation defaults. If the user is using Windows 2000 or Windows XP, then the user must be a member

of the Administrator or Power User group to install JInitiator. If you have any problems installing Jinitiator, contact your System Administrator. For more information, refer to the Troubleshooting section at the end of this document.

2) The first time the user accesses the APDU application, a screen titled "JInitiator Security Warning" for the WebUtil component will appear. The following screen will be displayed:



Click the '*Grant always*' button.

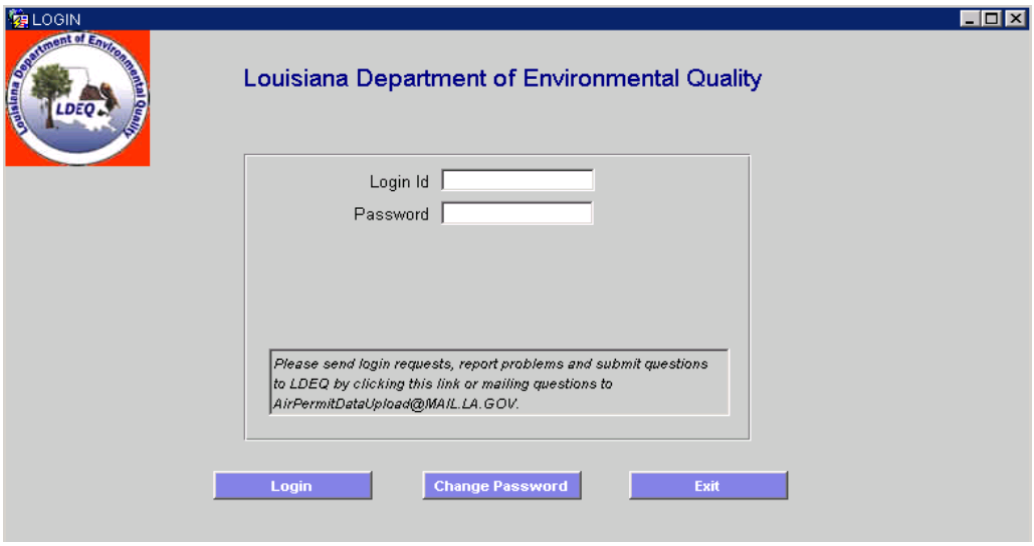
B. Log Into the Application

New users will be given an Oracle User ID and password assigned by DEQ IS staff. Requests for new logins or login problems should be directed to the DEQ Permits Division. (See section D below)

Click on the APDU link at the top of the Air Permit Information page on LDEQ's website or users can copy the following URL into their browser:

http://apdu.deq.state.la.us/forms90/f90servlet?config=apdu.

The application login screen will appear (see below). Enter Login ID and Password, and click the Login button.



C. Changing Passwords

To change your password, on the Login screen, click the *Change Password* button. Two additional fields will appear, the new password and password confirmation. Enter the username, current password, new password, password confirmation and click the *Update Password* button.

D. Login Requests/Problems

Located on the login screen is a box containing the following link:

> *Please send login requests, report problems and submit questions to LDEQ by clicking this link or mailing questions to AirPermitDataUpload@MAIL.LA.GOV.*

Send any requests or problems regarding the Air Permit Data Upload process to this email address. Clicking on this link will display a preaddressed email window.

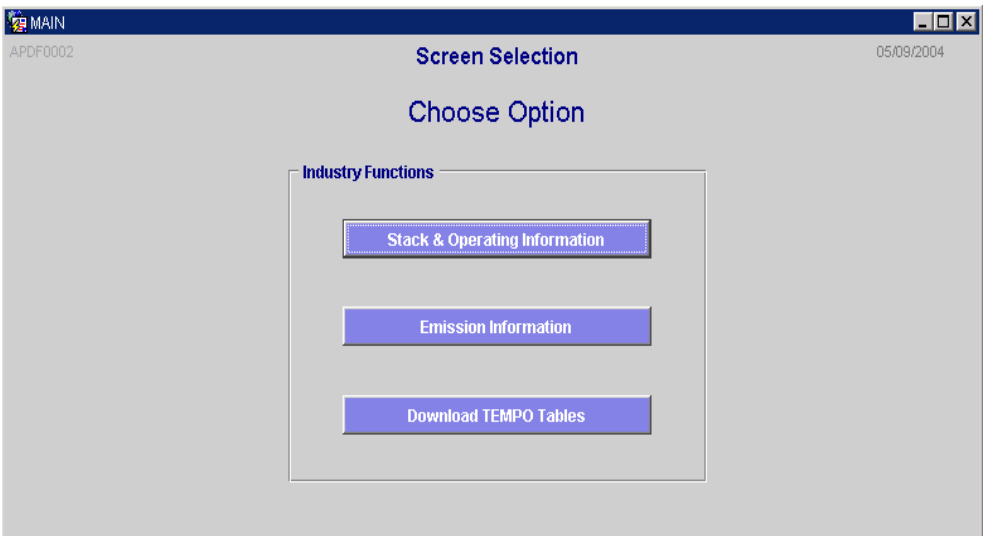
V. SCREENS AND FUNCTIONALITY

A. Screen Selection

The APDU *Screen Selection* screen contains options to perform Industry Functions and/or Permit Writer Functions. A different set of options will be displayed, depending on whether the user is a permittee or a permit writer.

1. Industry

The following shows Industry options that are available:

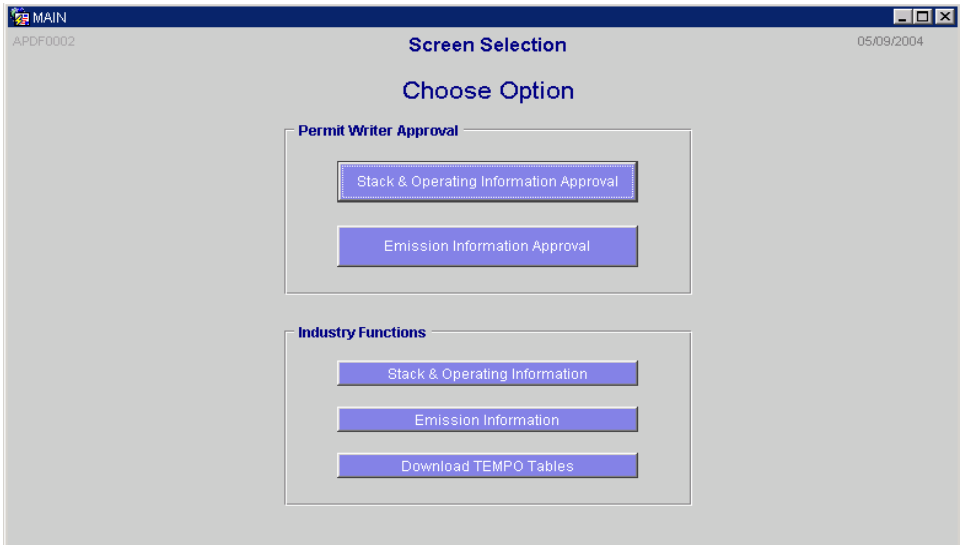


- The *Stack & Operating Information* option opens the Stack & Operating Info Submission screen where subject item information can be uploaded via a text file or entered manually.

- The *Emission Information* option opens the Emission Submission screen where emission rate information can be uploaded via a text file or entered manually.
- The *Download TEMPO Tables* option displays a window in which TEMPO code tables can be viewed and /or downloaded to the user's desktop. For further details of the information contained in the downloadable tables, refer to Section V.D and following.

2. Permit Writer

The following shows Permit Writer options that are available:



- The *Stack & Operating Information Approval* option opens the Stack & Operating Info Approval form, this allows the permit writer to review the subject item information submitted by industry and either approve, modify or reject the data set.

- The *Emission Information Approval* option opens the Emission Info Approval form, this allows the permit writer to review the emission rate information submitted by industry and either approve, modify or reject the data set.

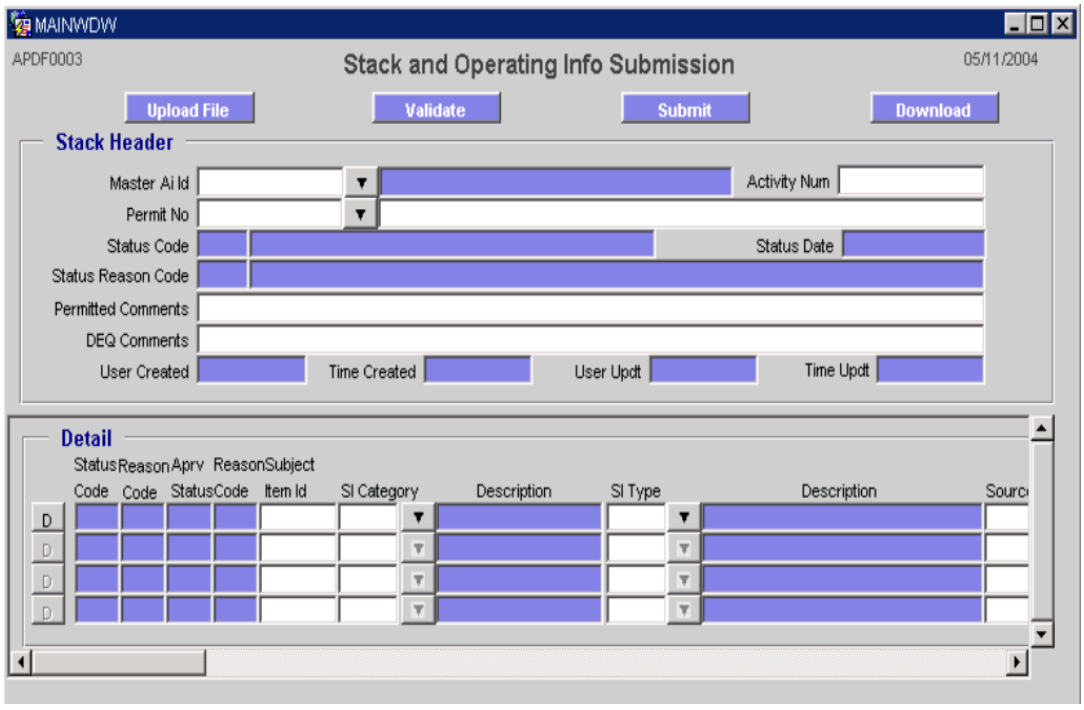
In addition to these options, permit writers will also have access to the Industry Functions. Therefore, the three buttons found on the Industry Screen Selection screen will also appear on the Permit Writer Screen Selection screen.

B. Stack and Operating Info

1. Industry

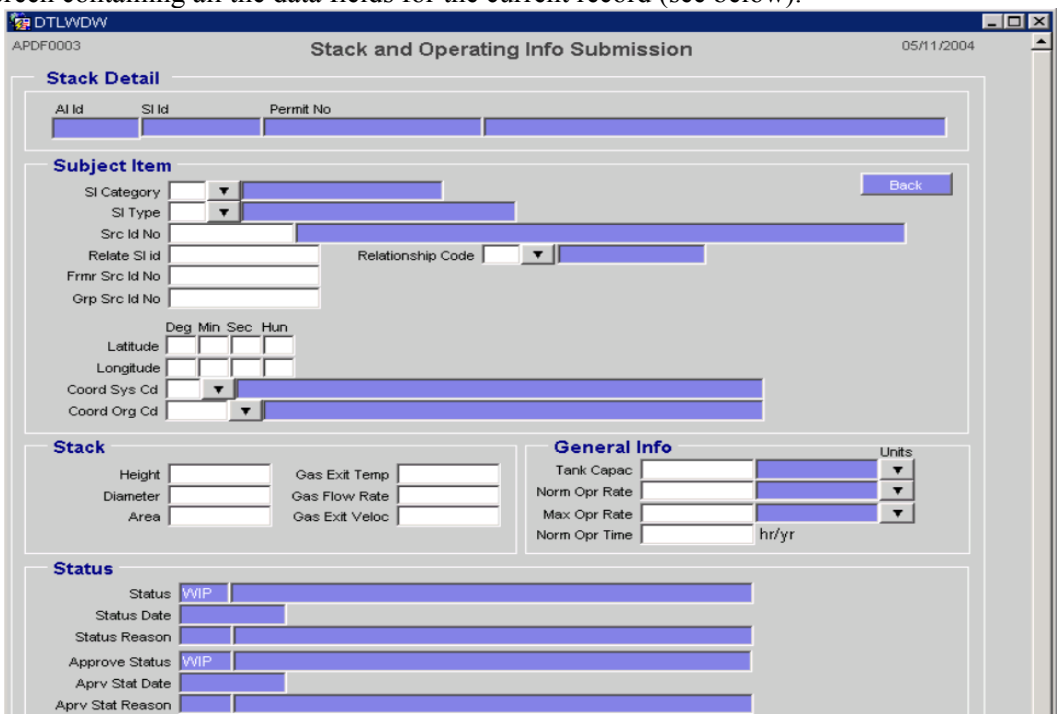
a) Screen Overview

After successful login, the **Screen Selection** screen appears. To perform Stack Info functions, click the *Stack & Operating Information* button, which will display the *Stack and Operating Info Submission* screen (see below).



It contains a Header Section, which contains Agency Interest and Permit request data common to a list of subject items, and a Detail section that lists all the subject items and their associated data. The subject item data can be viewed/updated either by scrolling from left to right on the existing

screen, or by clicking the *Detail (D)* button to the left of the subject item. This will display the detail screen containing all the data fields for the current record (see below).



Upon initial entry onto the *Stack and Operating Info Submission* screen, the user will be placed in Data Entry mode. This will allow the user to manually enter Air permit-related subject item data directly into the form, or allow the user to upload a file from his or her computer into the form.

MANUAL ENTRY:

1. Enter the facility related information into the portion of the screen labeled Stack Header.
2. Enter the information from the top half of the EIQ sheet into the portion of the screen labeled Detail. Use the drop down options to select the best available description code.

   a Most EIQ sheet equipment will use the Subject Item Category "Equipment (EQT)". Other common categories will be "Fugitive (FUG), Area (ARE), Group (GRP) and Release Point (RLP)"

   b Based on the initial selection, the subsequent drop down list for Subject Item Type will have different listings.

   c The column labeled as Item ID is only to be populated if the source has already been entered into the Tempo program. That number needs to be supplied by the permit writer or obtained from an existing issued permit. From an issued permit, when a piece of equipment is labeled as EQT15, the number 15 would be entered into the space for Item ID. If the user does not know the number, the APDU program will search for and populate that field during the permit writer approval process.

To insert a new Stack subject item record into the Detail section, arrow down to the bottom of the detail records until a blank record appears. Another way to insert a record is by using the CTRL-Down (arrow) function key, which will also supply a blank record. At this time, the new record data may be entered directly into the form. *Note:* Once the new blank record is provided, data must be entered into the record before another record can be inserted, otherwise a message stating 'Record must be entered or deleted first.' will appear. Only one record may be inserted at a time.

Once data has been entered and saved, if for any reason the user must leave the APDU program, upon return to the program, putting the form into Query Mode can retrieve a previously entered record set. This can be achieved in two ways:

1) Press the Enter icon from the toolbar, or
2) On the Menu, select Search -> Enter.

Once in Query Mode, enter a valid Master AI ID and Permit Number and press the Execute icon on the toolbar to execute the query. *Note:* The Master AI ID and Permit Number may be found using the drop down list of values by clicking the down-arrow to the right of these fields. The Master AI IDs listed will only be the IDs to which the user has access. The permit numbers in the list will be based on previously submitted permit requests (via APDU) for that AI. If a permit number doesn't exist (i.e., a new permit request), the system supplies a temporary permit number. This temporary number may be used throughout the APDU permit request lifecycle until the permit writer prepares to submit it to TEMPO, at which time the correct permit number will be required.

DATA FILE ENTRY:

NOTE: Due to various constraints, the program limits the number of stack records to a maximum of 500, including the header record. To add more records, load the first data file, choose Action Save and then load the second data file. Subsequent data files can either have the header record or not in the second data file. Repeat as necessary for additional data uploads.

The Stack and Operating Info Submission screen also has four buttons: *Upload File, Validate, Submit* and *Download*. These buttons perform the functions as follows:

Upload File – To upload a text file from the user's desktop to the Stack screen.
Validate – To validate all uploaded and entered data before submitting to LDEQ.
Submit – To submit the validated data to LDEQ for Permit Writer review.
Download – To download record set data as seen upon approval or rejection.

b) Uploading Files to the Stack Screen

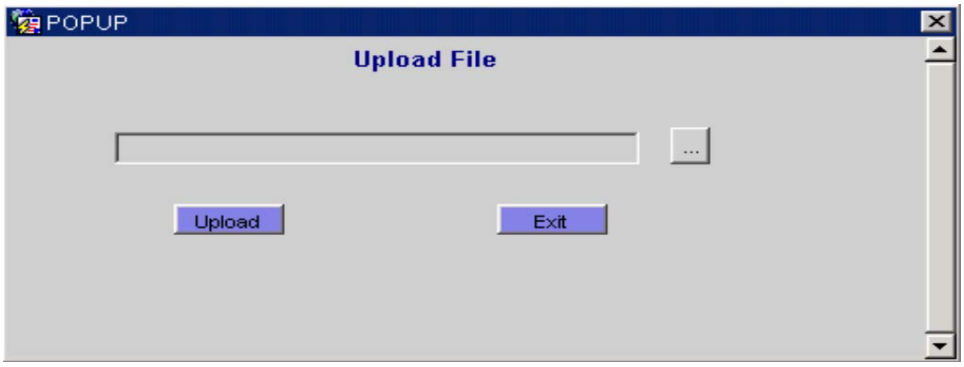
To upload a file from the user's desktop to the *Stack and Operating Info Submission* screen:

1. Click the *Upload File* button. The Upload File box will appear (see below).

2. Enter the path and filename of the file to be uploaded, or locate the file through an Open dialog box by pressing the '…' button to the right of the text box. Navigating through the folders and selecting the correct filename will place the required path and filename in the text box.
3. Select the filename and press the *Upload* button. If the file is valid, the data will be written to the screen. If the file is not valid, an error message will be displayed.

Note: The upload file should have a '.TXT' extension. For example: testfilename.txt

Also, the screen must be in Data Entry mode in order to perform an upload. If the form is in Query Mode, click the Cancel button on the toolbar to put the screen in Data Entry mode.



c) Validating Data on the Stack Screen

Once all data has been uploaded to and/or entered into the screen, it should be validated. The following steps should be followed to perform a validation.

1. Click the *Validate* button.
2. A window stating that the data must be saved before it can be validated will appear. Click OK.
3. Any instances of invalid data will result in an error box stating the invalid field. Click OK, and the cursor will be placed on the record requiring the data correction.
4. Apply the necessary correction(s) and click the *Validate* button.
5. When the entire record set has been validated, a 'Congratulations' box will appear stating that the data has passed all validations. (See below.)

The status of the record set and the initial status of the detail records will be 'WIP' (Work In Progress). For each detail record, if the validation passes, the status of the detail will become 'VP' (Validation Passed); if validation fails, the status will become 'VF' (Validation Failed). All

detail record status codes must be 'VP' before the record set can be submitted to LDEQ. The Approval Status Code will be 'WIP'.

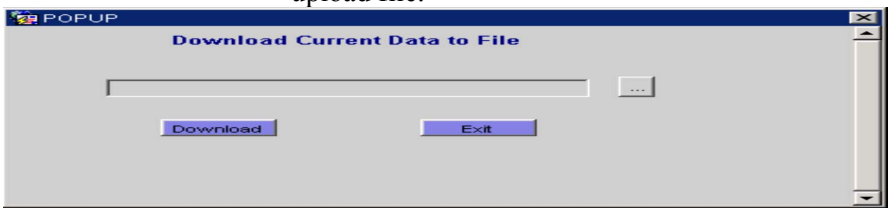
d) Submitting Stack Data to LDEQ

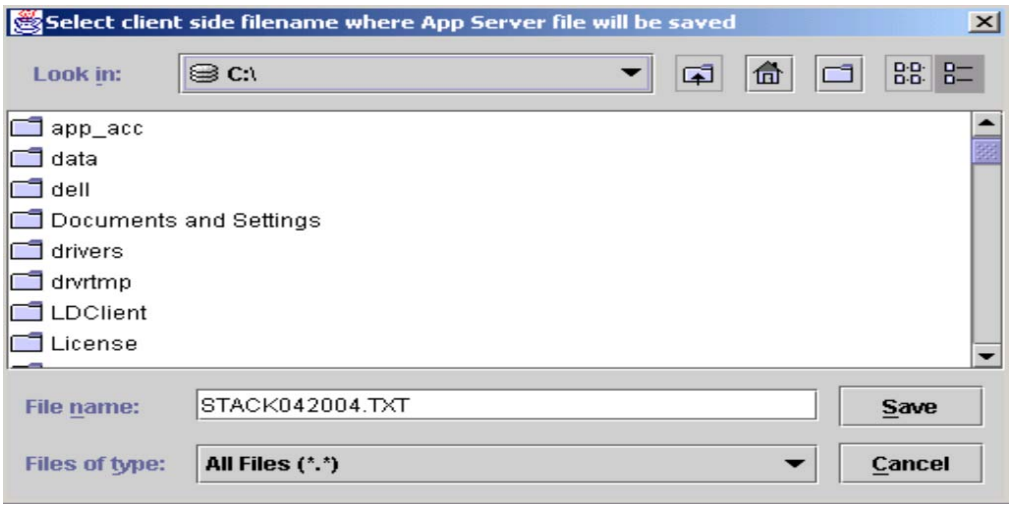
Once all data has been validated, it can be submitted to LDEQ by clicking the *Submit* button. Upon successful submission, a 'Congratulations' box will appear stating that the data has been submitted to DEQ. The status of the record set will be 'SD' (Submitted to LDEQ for approval.). The Approval status code for each detail record and the header record will be changed to 'SD' (Submitted to LDEQ).

e) Downloading Stack Data to a Text File

This function is available so that the industry representative can obtain a copy of the corrected or most recent data set. The changes could have occurred either through the validation process or as corrections by the permit writer during the approval review. To download Stack data to a text file, the following steps should be followed.

1. Click the *Download* button. The Download Current Data to File box will appear (see below).
2. Enter the path and filename to which the data is to be written, or locate the destination through a Select dialog box by pressing the '…' button to the right of the text box. Navigating through the folders will set up the correct path. The default filename is of the format STACK*MMDDYY*.TXT, where the MMDDYY is the current date. This filename may be changed, if desired.
3. Once the path and filename have been identified, press the *Download* button. The data is then extracted from the database and written to the indicated text file in the same format as an upload file.

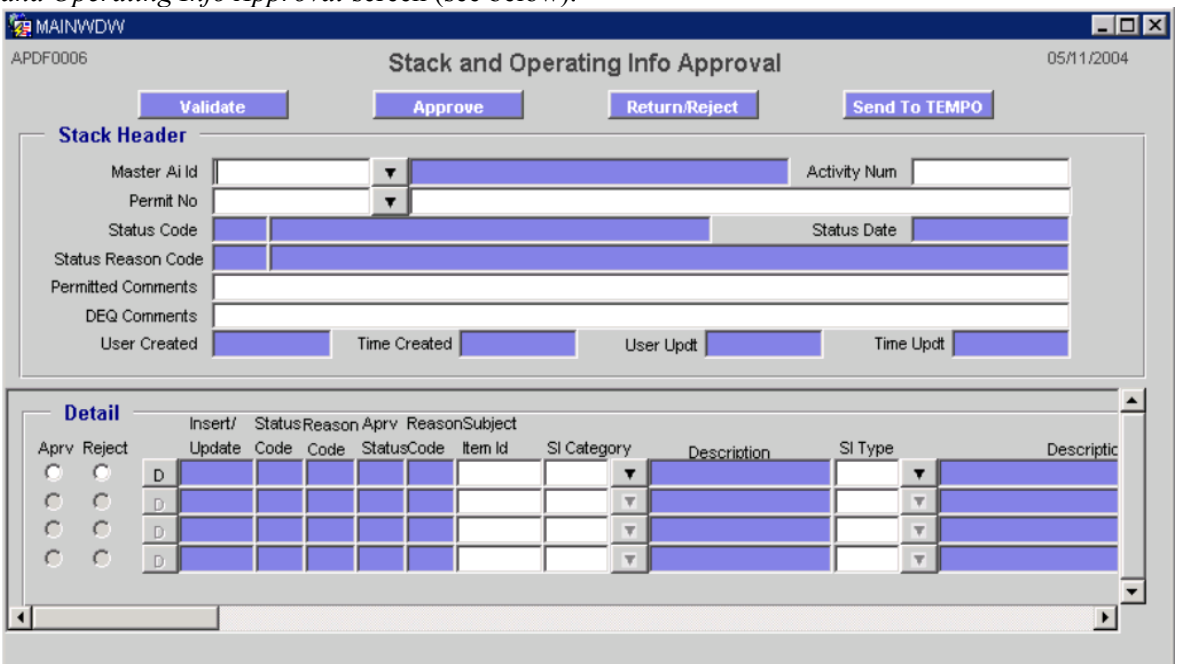




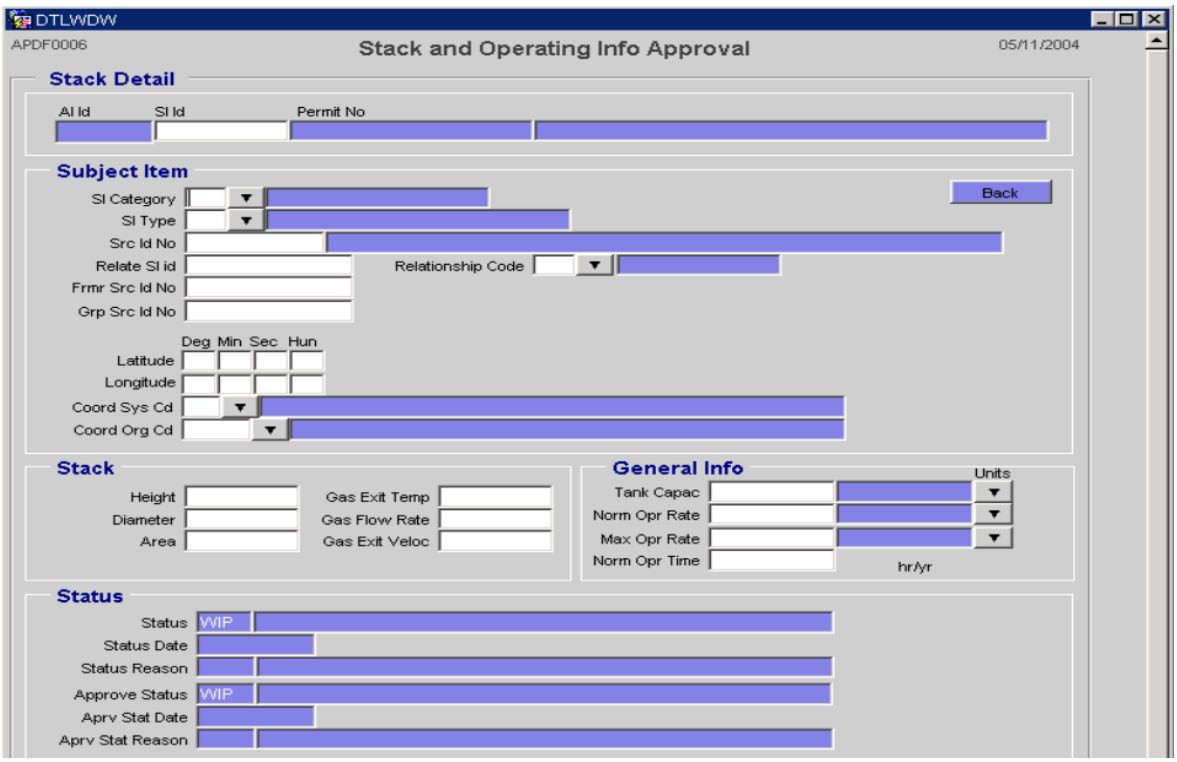
2. Permit Writer

a) Screen Overview

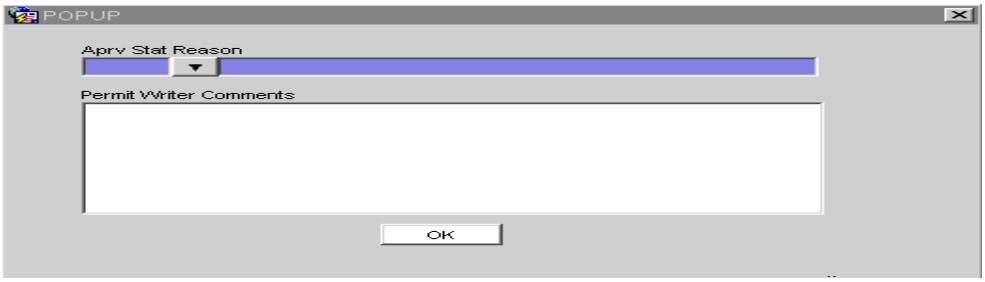
After successful login, the **Screen Selection** screen appears. To perform Stack Info Approval functions, click the *Stack & Operating Information Approval* button, which will display the *Stack and Operating Info Approval* screen (see below).



It contains a Header Section, which contains the Agency Interest and Permit request data common to a list of subject items, and a Detail section that lists all the subject items and their associated data. The subject item data can be viewed/updated either by scrolling from left to right on the existing screen, or by clicking the *Detail* button to the left of the subject item. This will display the detail screen containing all the data fields for the current record (see below).



Upon initial entry onto the *Stack and Operating Info Approval* screen, the user will be placed in Query mode. This will allow the user to retrieve a previously entered record set that has been validated and submitted to LDEQ for approval. Enter a valid Master AI ID and Permit Number and press the Execute icon on the toolbar to execute the query. *Note:* The Master AI ID and Permit Number can be found using the drop down list of values by clicking the down-arrow to the right of these fields. Permit writers will have access to all AIs, therefore the Master AI IDs in the list will consist of all valid AIs in TEMPO. The permit numbers in the list will be based on previously submitted permit requests (via APDU) for that AI. If a permit number doesn't exist (i.e., a new permit request), the system supplies a temporary permit number. This temporary number may be used throughout the APDU permit request lifecycle until the permit writer prepares to submit it to TEMPO, at which time the correct permit number will be required.



The Stack and Operating Info Approval screen also has four buttons: *Validate, Approve, Return/Reject* and *Send to TEMPO*. These buttons perform the functions as follows:

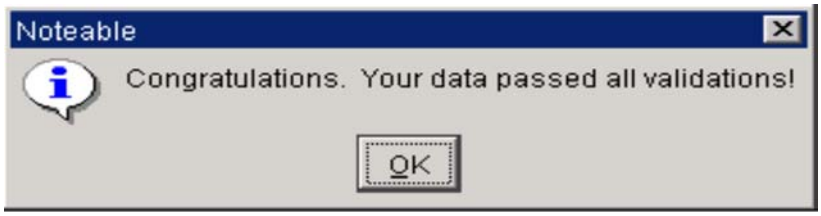
Validate – To validate all detail data submitted from Industry to LDEQ prior to permit writer approval.

Approve – To verify that all subject item status codes are in the correct status and have been approved by the permit writer. It also verifies that the header data exists in TEMPO prior to submitting the data to TEMPO.
Return/Reject – To reject an entire record set and return to Industry for correction.
Send to TEMPO – To create/update subject item data records in TEMPO.

b) Validating Data on the Stack Screen

Once data has been initially reviewed, it should be validated. The following steps should be followed to perform a validation.

1) Click the *Validate* button
2) A window stating that the data must be saved before it can be validated will appear. Click OK.
3) Any instances of invalid data will result in an error box stating the invalid field. Click OK, and the cursor will be placed on the record requiring the data correction.
4) Apply the necessary correction(s) and click the *Validate* button.
5) When the entire record set has been validated, a 'Congratulations' box will appear stating that the data has passed all validations. (See below.)



The status of the record set will remain as it was upon performing the validation. It will only be changed, upon a successful Approval (see next section), to 'AP' (Approved by Permit Writer to send to TEMPO.) or, if Returned/Rejected, to 'RR' (Returned and Rejected by Permit Writer). The status of the detail records remains 'VP' if valid or 'VF' if the validation failed. The Approval Status Code will be 'SD' (or 'RR' if applicable) until the Approval function is executed.

c) Approving Data on the Stack Screen

In the Detail section, to the left of the subject items, are two radio buttons, APRV and REJECT. The permit writer must select one of these radio buttons for each subject item record based on whether that particular subject item data is to be approved or rejected. The value of these radio buttons will determine the Aprv Status Code. If the APRV radio button is selected, the Aprv Status Code will become 'AP' (Approved by Permit Writer to send to TEMPO.) whereas, if the REJECT radio button is selected, the Aprv Status Code will become 'RR' (Returned and Rejected by Permit Writer.). When the permit writer chooses to REJECT a subject item record, a popup window will appear (see below). This is where the permit writer will have the option of entering additional comments or instructions in the text box provided. All subject items must have the APRV radio button selected before a record set can be submitted to TEMPO.

Just because a record has passed validation does not mean that the information is of the type that the permit writer wants to send to Tempo.

- The permit writer should have completed the technical review of the information contained on the EIQ sheet submitted with the paper copy of the permit application.

- If an EIQ sheet needs to be revised, contact the permittee to submit additional information or an update to the application as is currently done outside of the APDU program. Verify that the permittee has also updated the APDU submittal to reflect the most current EIQ sheet.

- Verify that the permittee has selected the appropriate Subject Item Category and Subject Item Type for entry into the tempo program.

- Verify that the Latitude and Longitude are filled out to the Hundredths place, as the Graphical Information System (GIS) [Make a Map] program requires information from those fields.

- Verify that the information entered for average operating rate, maximum operating rate and Tank Capacity (Volume) is the information that needs to be entered. (This information will be what is displayed on the Tempo Inventory report from the permit) Normal procedure for tanks is to list the volume for Tank Capacity and list the throughput for the average/maximum operating rates.

Once the detail data has been successfully validated, it can be approved. The "Approve" process works as follows:

1) Click the *Approve* button.
2) A window stating that the data must be saved before it can be approved will appear. Click OK.
3) This process verifies that all detail records have the APRV radio button selected as well as verifies that the header data is valid and exists in TEMPO. It will also inform the permit writer whether the subject item will be a new record (Insert) or an update (Update) to an existing record.
4) Upon successful approval, a message box will appear stating that the data can be sent to TEMPO, and the record set status code will become 'AP' (Approved by Permit Writer.). *Note:* The permit number and the activity number must be entered and valid before the record set can be submitted to TEMPO. The permit number must match what has been entered into Tempo under; Tools – Document Attributes.

d) Returning/Rejecting Stack Data

If the permit writer rejects and returns the record set, the industry representative must be notified. The reasons for the rejection can be for the entire record set or just for minor corrections to a few

of the record details. The industry user should refer to the permit writer's comments for further details on why each transaction was rejected.

1 For minor corrections, industry may bring up the data using the query mode and make corrections right on the screen. Then repeat the steps for validation and submittal to the permit writer. Industry should contact the permit writer when the corrections have been completed.

2 For entire sets that are being rejected – such as none of the subject items have latitude and longitude data – industry can obtain a copy of the rejected data set by using the download stack data to a text file described above. Corrections can take place back at the office and then current data can be deleted and the corrected data set uploaded again using the steps described above. (See the important note below)

Note! It is important to use the Menu's Record – Delete option to make sure that a duplicate set is not created. As described below the Delete sub-option will delete the entire record set if the cursor is in the header section. This will assure that the permit writer selects only the corrected set of data for final approval and submittal to TEMPO.

e) Sending Stack Data to TEMPO

After the permit writer has reviewed, validated and approved the Stack record set, the set can now be sent to TEMPO. **NOTE: It is very important that the permit writer has brought forward any existing subject items (as per the "TEMPO Full Implementation Guidance for Air Permitting") that have already been entered into Tempo. Any existing tempo subject items, must be present in the Tempo permit activity where the data from APDU will be sent, in order for the program to identify and update the existing information.** During this process, records are created in the TEMPO application for the data set or existing subject item records are modified. To send the data to TEMPO, perform the following steps:

1) Click the *Send to TEMPO* button.
2) This process checks that the record set status code and the detail records aprv status codes are set to 'AP' before writing the data to TEMPO. If the record set is not in the correct status, an error message will appear stating that the data cannot be submitted to TEMPO while in that status. Upon successful submission of the data to TEMPO, the status code will become 'CT' (Corresponding data has been created in TEMPO.).
3) **This is the final status of the record set and future modification of this data will not be allowed.**

Note: The Stack and Operating Info must be submitted to TEMPO before its related Emission Rate data can be submitted. Failure to submit Stack data first will result in an error and no data will be submitted to TEMPO.

Note: If existing subject items have been created in Tempo and not brought forward into the permit, when an uploaded file containing those subject items is sent to Tempo, new subject items

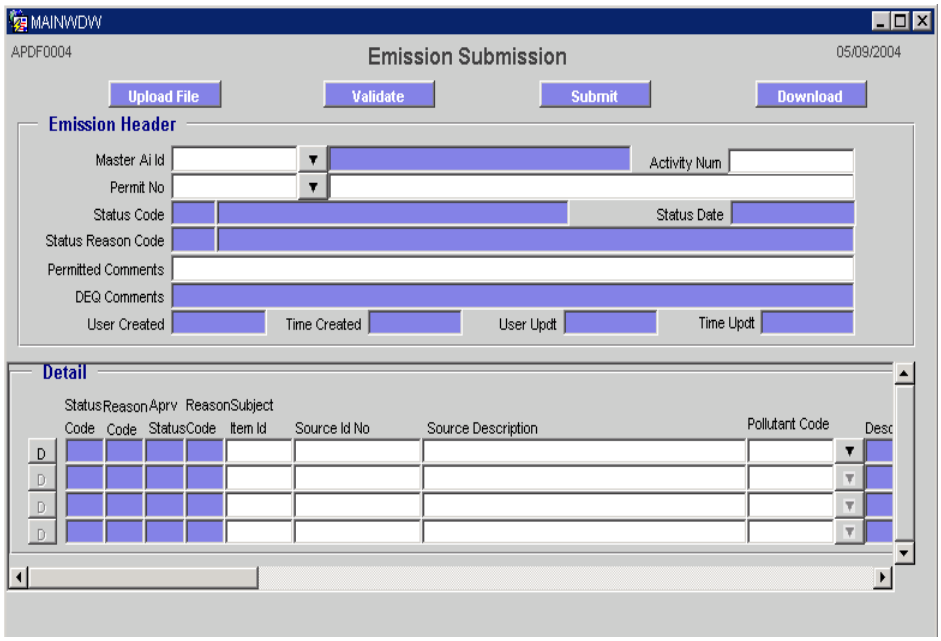
will be created instead of the existing subject items being modified. This can also create problems later when trying to enter emission rate data. The program searches for the first subject item that matches the Source ID. If it finds that subject item, the program tries to write the emission data to that subject item. If it was not brought forward to the permit, the program will still claim that the emissions were successfully inserted into Tempo.
For example, three engines were entered in a previous permit as EQT 1, 2 and 3, but were not brought forward to the current permit. When the APDU data was submitted, the program will not find subject items for those three engines in the permit and might recreate them as 6, 7 and 8. When the emission data is sent to tempo, the program currently will find the subject items designated 1, 2 and 3 and try to insert the emissions under those 1, 2 and 3 instead of the newly created 6, 7 and 8.

C. Emission Rates

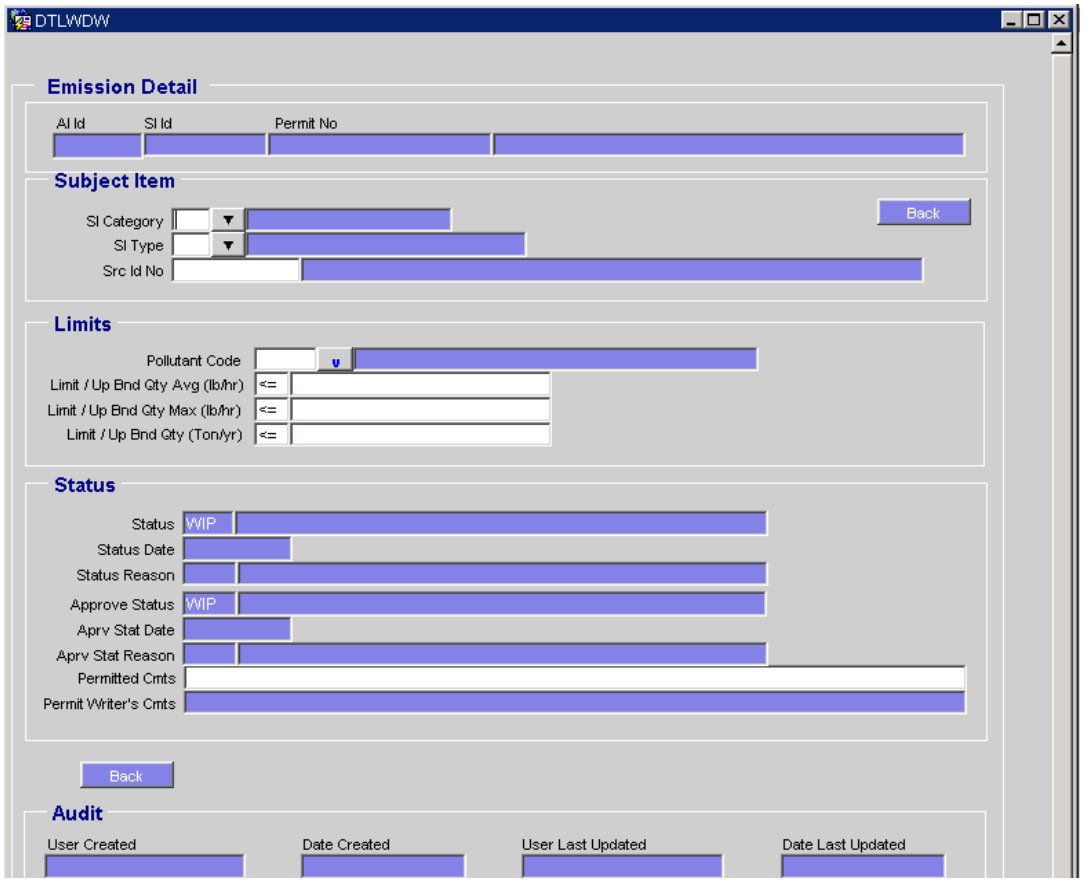
1. Industry

a) Screen Overview

After successful login, the **Screen Selection** screen appears. To perform Emission functions, click the *Emission Information* button, which will display the *Emission Submission* screen (see below).



It contains a Header Section, which contains Agency Interest and Permit request data common to a list of subject items, and a Detail section, which lists all the emission data for its related subject item. The subject item emission data can be viewed/updated either by scrolling from left to right on the existing screen, or by clicking the *Detail* button to the left of the subject item. This will display the detail screen containing all the data fields for the current record (see below).



Upon initial entry onto the *Emission Submission* screen, the user will be placed in Data Entry mode. This will allow the user to manually enter Air permit-related subject item emission data directly into the form, or allow the user to upload a file into the form from his or her computer.

MANUAL ENTRY:

1. Enter the facility related information of the portion of the screen labeled Emission Header. This should match exactly the information submitted with the Stack Data.

2. Enter the information from the Source ID and Source Description of the EIQ sheet into the appropriate portion of the screen labeled Detail. These must match exactly the same information that was supplied with the Stack Data. If the subject items have already been entered into Tempo – then they must match exactly what was entered into Tempo under the "Subject Item Detail – Alternate Subject Item ID" fields *Alternate ID* and *Alternate Name*. Use the drop down options to select the pollutant code.

    - Each record line is for a specific pollutant and allows for the average hourly rate, the maximum hourly rate and the maximum annual rate in tons per year (tpy).

- The column labeled as Item ID is only to be populated if the source has already been entered into the Tempo program. That number needs to be supplied by the permit writer or obtained from an existing issued permit. From an issued permit, when a piece of equipment is labeled as EQT15, the number 15 would be entered into the space for Item ID. If the user does not know the number, the APDU program will search for and populate that field during the permit writer approval process.

- The following information is extracted from the Louisiana Air Permit Procedures Manual and describes how to provide significant decimal places for the emissions.

4.3.C Calculation Detail

In selecting the number of digits and decimal places in a lb/hr or TPY emission rate calculation, it is necessary that (1) there is sufficient detail to determine if an applicable requirement applies and (2) there is an adequate and meaningful reference to assist in demonstrating compliance after permit issuance. It is also appropriate that an emission rate adhere to the concept of significant figures.

Within the framework of the above discussion, there is no absolute protocol for determining the number of digits and decimal places for an emission rate. However, the following comments and examples are provided as general guidance.

- Non-Air Toxics. Non-air toxics (e.g., criteria pollutants such as NO_x), have applicable requirements for sources or facilities on the order of tens of tons per year or more. For these pollutants, no useable information is provided with numerous decimal places. In general, and despite the discussion above, it will be acceptable for these pollutants to be shown with two decimal places for emission rates greater than one lb/hr or TPY. For lb/hr emission rates less than one, report to the nearest hundredth of a lb/hr. For TPY emission rates less than one, report to the nearest hundredth. In all cases, the roundoff convention should be rounded up to the next higher digit if the trailing digit is 5 or greater, and to drop the trailing digit if it is 4 or less. Examples include:

lb/hr or TPY rates greater than one

- 25.444 would be reported as 25.44
- 25.445 would be reported as 25.45

lb/hr rates less than one

- 0.25 would be reported as 0.25
- 0.244 would be reported as 0.24
- 0.058 would be reported as 0.06
- 0.005 would be reported as 0.01
- 0.0045 would be reported as 0.005
- 0.0044 would be reported as 0.004
- rates less than (<) 0.001 lb/hr would be reported as < 0.001

TPY rates less than one

- 0.115 would be reported as 0.12
- 0.114 would be reported as 0.11
- rates less than 0.01 TPY would be reported as < 0.01

- Air Toxics. **Note: The air toxic section has been revised effective 1/21/04 to read as follows:**

The annual emission rate in tons per year should generally be listed to two decimal places, with the following exceptions: 1) Chlorinated dibenzofurans and chlorinated dibenzo-p-dioxins, which have an MER of 0.0001 lbs/year, shall be rounded to 4 or more decimal places; and 2) all other TAPs that have an MER of 50 lbs/year or less shall be rounded to three decimal places.

- Facility Emission Rate Totals. In general, when combining individual source emission rates to obtain facility totals, consider the "less than" rates to be the shown digit(s), i.e., < 0.01 would be added as 0.01. However, if all the sources for a particular pollutant are small and include "less than" rates, it may be preferable to sum in a manner reflecting facility specific process knowledge to avoid the incorrect conclusion that there is a quantifiable (and perhaps significant) total emission, when there is not. Finally, in rounding off total emission rates, utilize the same protocols as described above (e.g., 24.51 lb/hr + 0.002 lb/hr = 24.512 lb/hr would be reported as 24.51 lb/hr).

4.3.D Speciation Note: The VOC speciation section has been revised effective 1/21/04 to read as follows:

The following shall apply to the speciation of VOCs in air permits, variances and exemptions in all parishes except Ascension, East Baton Rouge, Iberville, Livingston, West Baton Rouge, St. Charles, St. Helena, St. James, St. John the Baptist, Pointe Coupee, East Feliciana and West Feliciana:

VOCs that are regulated under Section 112 of the Clean Air Act (Hazardous Air Pollutants or HAPs) or under LAC 33:III.Chapter 51 (Toxic Air Pollutants or TAPs) shall be speciated. Other VOCs do not generally require speciation, even though the Administrative Authority may request speciation in certain cases.

Toxic air pollutants that are identified as Polynuclear Aromatic Hydrocarbons (PAH) or Polycyclic Organic Matter (POM) shall not be individually speciated but shall be combined and listed under the appropriate TAP grouping (i.e. PAH or POM).

For the parishes of Ascension, East Baton Rouge, Iberville, Livingston, West Baton Rouge, St. Charles, St. Helena, St. James, St. John the Baptist, Pointe Coupee, East Feliciana and West Feliciana, the highly reactive VOC compounds [acetaldehyde; butenes (all isomers); ethylene; propylene; toluene; xylene (all isomers); and/or isoprene] shall be speciated in air permits, variances and exemptions. All other VOCs will be speciated in accordance with the guidance for the remaining parishes.

- The default character in front of the emission rate is the Less than or equal to symbol. ≤ If nothing is entered into this field, the program will automatically insert the symbol when sent to Tempo. For those pollutants which require the less than symbol, < it must be entered.

To insert a new Stack subject item record into the Detail section, arrow down to the bottom of the detail records until a blank record appears. Another way to insert a record is by using the CTRL-Down (arrow) function key, which will also supply a blank record. At this time the new record data may be entered directly into the form. *Note:* Once the new blank record is provided, data must be entered into the record before another record can be inserted, otherwise a message stating 'Record must be entered or deleted first.' will appear. Only one record may be inserted at a time.

Once data has been entered and saved, if for any reason the user must leave the APDU program, upon return to the program, a previously entered record set can be retrieved by putting the form into Query Mode. This can be achieved in two ways:

1) Press the Enter icon from the toolbar, or
2) On the Menu, select Search -> Enter.

Once in Query Mode, enter a valid Master AI ID and Permit Number and press the Execute icon on the toolbar to execute the query. *Note:* The Master AI ID and Permit Number may be found

using the drop down list of values by clicking the down-arrow to the right of these fields. The Master AI IDs listed will only be the IDs to which the user has access. The permit numbers in the list will be based on previously submitted permit requests (via APDU) for that AI. If a permit number doesn't exist (i.e., a new permit request), the system supplies a temporary permit number. This temporary number may be used throughout the APDU permit request lifecycle until the permit writer prepares to submit it to TEMPO, at which time the correct permit number will be required.

DATA FILE ENTRY:

NOTE: Due to various constraints, the program limits the number of emission records to a maximum of 500, including the header record. To add more records, load the first data file, choose Action Save and then load the second data file. Subsequent data files can either have the header record or not in the second data file. Repeat as necessary for additional data uploads.

The *Emission Submission* screen also has four buttons: *Upload File, Validate, Submit* and *Download*. These buttons perform the functions as follows:

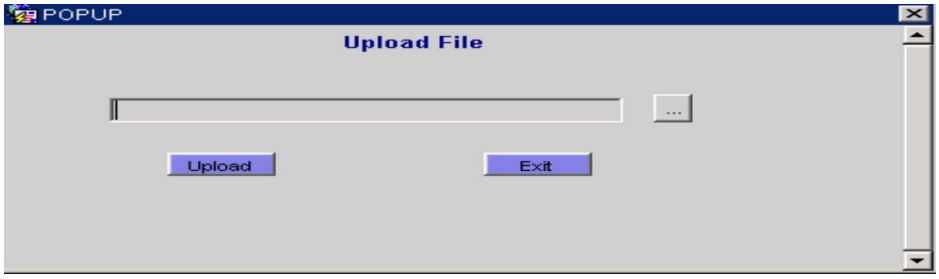
Upload File – To upload a text file to the Emission screen.
Validate – To validate all uploaded and entered data before submitting to LDEQ.
Submit – To submit the validated data to LDEQ for Permit Writer review.
Download – To download record set data as seen upon approval or rejection.

b) Uploading Files to the Emission Screen

To upload a file to the *Emission Submission* screen:

1. Click the *Upload File* button. The Upload File box will appear.
2. Enter the path and filename of the file to be uploaded, or locate the file through an Open dialog box by pressing the '…' button to the right of the text box. Navigating through the folders and selecting the correct filename will place the required path and filename in the text box.
3. Once the filename has been identified, press the *Upload* button. If the file is valid, the data will be written to the screen. If the file is not valid, an error message will be displayed.

Note: The upload file should have a '.TXT' extension. For example: testfilename.txt



c) Validating Data on the Emission Screen

Once all data has been uploaded to and/or entered into the screen, it should be validated. The following steps should be followed to perform a validation.

1. Click the *Validate* button.
2. A window stating that the data must be saved before it can be validated will appear. Click OK.
3. Any instances of invalid data will result in an error box stating the invalid field. Click OK, and the cursor will be placed on the record requiring the data correction.
4. Apply the necessary correction(s) and click the *Validate* button.
5. When the entire record set has been validated, a 'Congratulations' box will appear stating that the data has passed all validations.

The status of the record set and the initial status of the detail records will be 'WIP' (Work In Progress). For each detail record, if validation passes, its status will become 'VP' (Validation Passed); if validation fails, the status will become 'VF' (Validation Failed). All detail record status codes must be 'VP' before the record set can be submitted to LDEQ. The Approval Status Code will be 'WIP'.

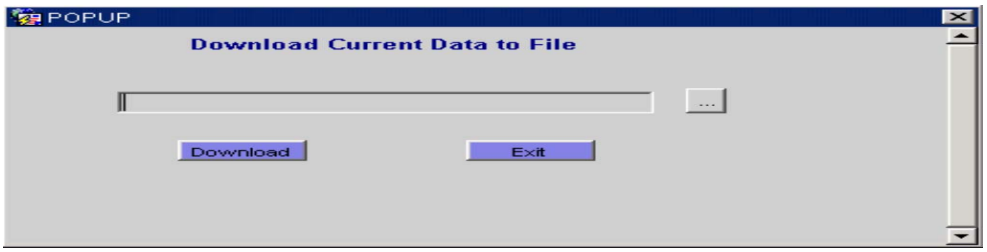
d) Submitting Emission Data to LDEQ

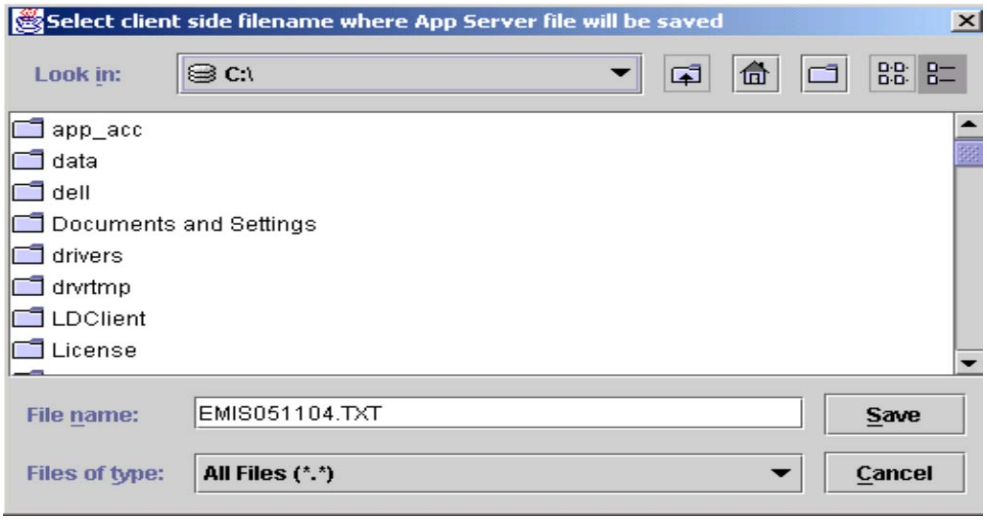
Once all data has been validated, it can be submitted to LDEQ by clicking the *Submit* button. Upon successful submission, a 'Congratulations' box will appear stating that the data has been submitted to DEQ. The status of the record set will be 'SD' (Submitted to LDEQ for approval.). The Approval status code for each detail record and the header record will be set to 'SD' (Submitted to LDEQ).

e) Downloading Emission Data to a Text File

This function is available so that the industry representative can obtain a copy of the corrected or most recent data set. The changes could have occurred either through the validation process or as corrections by the permit writer during the approval review. To download Emission data to a text file, the following steps should be followed.

1. Click the *Download* button. The Download Current Data To File box will appear (see below).
2. Enter the path and filename to which the data is to be written, or locate the destination through a Select dialog box by pressing the '…' button to the right of the text box. Navigating through the folders will set up the correct path. The default filename is of the format EMIS*MMDDYY*.TXT, where the MMDDYY is the current date. This filename may be changed, if desired.
3. Once the path and filename have been identified, press the *Download* button. The data is then extracted from the database and written to the indicated text file in the same format as an upload file.

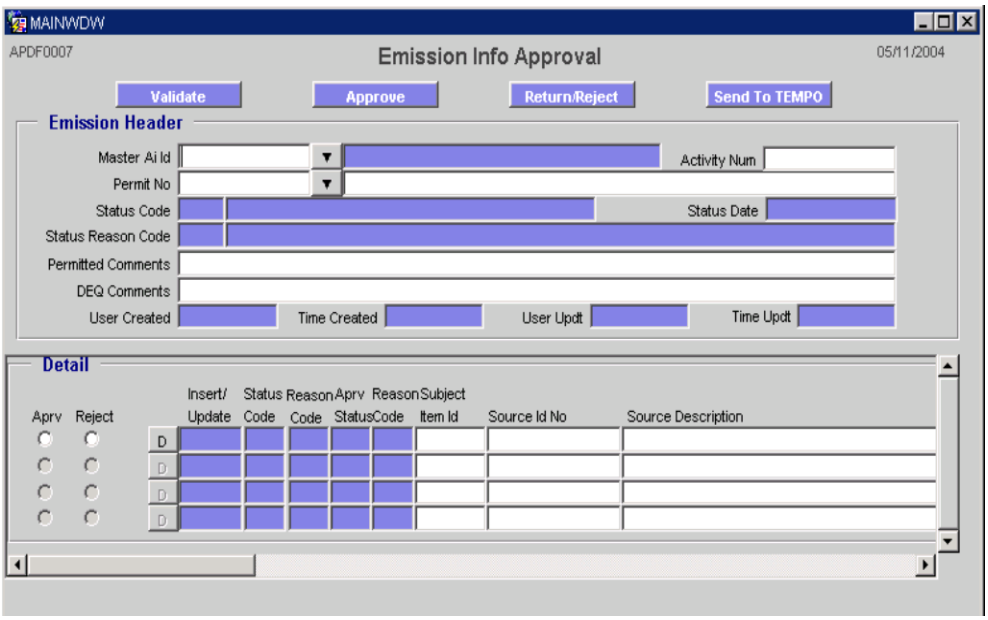




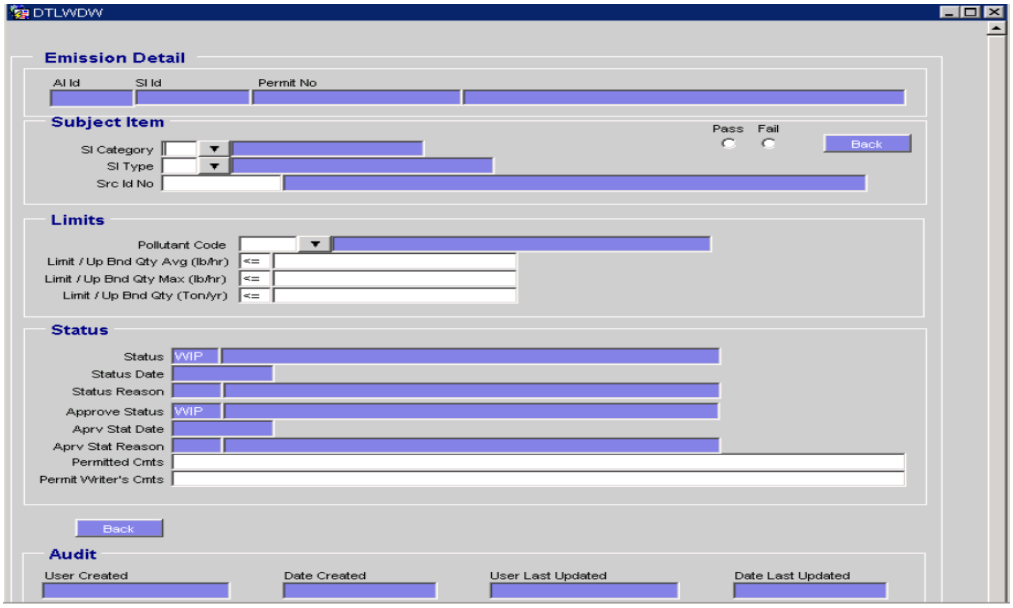
2. Permit Writer

a) Screen Overview

After successful login, the **Screen Selection** screen appears. To perform Emission Approval functions, click the *Emission Information Approval* button, which will display the *Emission Info Approval* screen (see below).



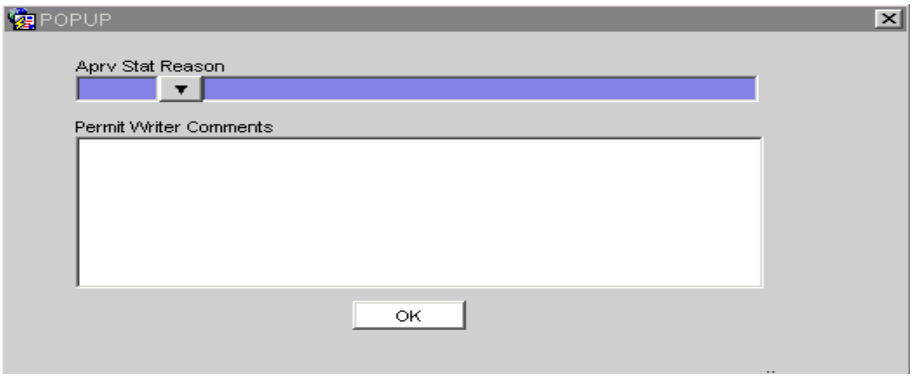
It contains a Header Section that contains Agency Interest and Permit request data common to a list of subject items, and a Detail section that lists all the emission data for its related subject item. The subject item emission data can be viewed/updated either by scrolling from left to right on the existing screen, or by clicking the *Detail* button to the left of the subject item. This will display the detail screen containing all the data fields for the current record (see below).



Upon initial entry onto the *Emission Info Approval* screen, the user will be placed in Query mode. This will allow the user to retrieve a previously entered record set that has been validated and submitted to LDEQ for approval. Enter a valid Master AI ID and Permit Number and press the Execute icon on the toolbar to execute the query. *Note:* The Master AI ID and Permit Number can be found using the drop down list of values by clicking the down-arrow to the right of these fields. Permit writers will have access to all AIs, therefore the Master AI IDs in the list will

consist of all valid AIs in TEMPO. The permit numbers in the list will be based on previously submitted permit requests (via APDU) for that AI. If a permit number doesn't exist (i.e., a new permit request), the system supplies a temporary permit number. This temporary number may be used throughout the APDU permit request lifecycle until the permit writer prepares to submit it to TEMPO, at which time the correct permit number will be required.

In the Detail section, to the left of the subject items, are two radio buttons, APRV and REJECT. The permit writer must select one of these radio buttons for each subject item record based on whether that particular subject item data is to be approved or rejected. The value of these radio buttons will determine the Aprv Status Code. If the APRV radio button is selected, the Aprv Status Code will be 'AP' (Approved by Permit Writer to send to TEMPO.) whereas, if the REJECT radio button is selected, the Aprv Status Code will be 'RR' (Returned and Rejected by Permit Writer.). When the permit writer chooses to REJECT a subject item record, a popup window will appear (see below). This is where the permit writer will choose an Aprv Status Reason Code from the drop down list, and the permit writer will also have the option of entering additional comments or instructions in the text box provided. In order for an Emission Rate record set to be submitted to TEMPO, all subject items must have the APRV radio button selected.



The *Emission Info Approval* screen also has four buttons: *Validate, Approve, Return/Reject* and *Send to TEMPO*. These buttons perform the functions as follows:

Validate – To validate all detail data submitted from Industry to LDEQ prior to permit writer approval.

Approve – To verify that all subject item status codes are in the correct status and have been approved by the permit writer. It also verifies that the header data exists in TEMPO prior to submitting the data to TEMPO.

Return/Reject – To reject an entire record set and return to Industry for correction.

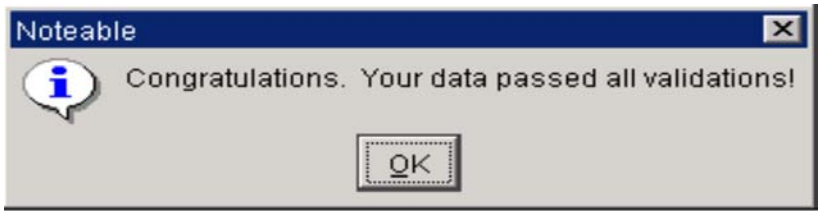
Send to TEMPO – To create/update subject item data records in TEMPO.

b) Validating Data on the Emission Screen

Once data has been initially reviewed, it should be validated. The following steps should be followed to perform a validation.

1. Click the *Validate* button.

2. A window stating that the data must be saved before it can be validated will appear. Click OK.
3. Any instances of invalid data will result in an error box stating the invalid field. Click OK, and the cursor will be placed on the record requiring the data correction.
4. Apply the necessary correction(s) and click the *Validate* button.
5. When the entire record set has been validated, a 'Congratulations' box will appear stating that the data has passed all validations. (See below.)



The status of the record set will remain as it was upon performing the validation. It will only be changed, upon a successful Approval (see next section), to 'AP' (Approved by Permit Writer to send to TEMPO.) or, if Returned/Rejected, to 'RR' (Returned and Rejected by Permit Writer). The status of the detail records remains 'VP' if valid or will be changed to 'VF' if the validation failed. The Approval Status Code will remain 'SD' (or 'RR' if applicable) until the Approval function is executed.

c) Approving Data on the Emission Screen

Once the detail data has been successfully validated, it can be approved. The "Approve" process works as follows:

1. Click the *Approve* button.
2. A window stating that the data must be saved before it can be approved will appear. Click OK.
3. This process verifies that all detail records have the APRV radio button selected as well as verifies that the header data is valid and exists in TEMPO. It will also inform the permit writer whether the associated subject item will be a new record (Insert) or an update (Update) to an existing record.
4. Upon successful approval, a message box will appear stating that the data can be sent to TEMPO, and the record set status code will become 'AP' (Approved by Permit Writer.). *Note:* The permit number and the activity number must be entered and valid before the record set can be submitted to TEMPO. The permit number must match what has been entered into Tempo under; Tools – Document Attributes.

d) Returning/Rejecting Stack Data

1 If the permit writer rejects and returns the record set, the industry representative must be notified. The reasons for the rejection can be for

the entire record set or just for minor corrections to a few of the record details. The industry user should refer to the permit writer's comments for further details on why each transaction was rejected. For minor corrections, industry may bring up the data using the query mode and make corrections right on the screen. Then repeat the steps for validation and submittal to the permit writer. Industry should contact the permit writer when the corrections have been completed.

2 For entire sets that are being rejected – such as none of the subject items have latitude and longitude data – then industry can obtain a copy of the rejected data set by using the download stack data to a text file described above. Corrections can take place back at the office and then the corrected data set may be uploaded again using the steps described above. (See the important note below)

Note: It is important to use the Menu's Record – Delete option to make sure that a duplicate set is not created. As described below the Delete sub-option will delete the entire record set if the cursor is in the header section. This will assure that the permit writer selects only the corrected set of data for final approval and submittal to TEMPO.

e) Sending Emission Data to TEMPO

After the permit writer has reviewed, validated and approved the Emission record set, the set can now be sent to TEMPO. **NOTE: It is very important that the permit writer has brought forward any existing subject items (as per the "TEMPO Full Implementation Guidance for Air Permitting") that have already been entered into Tempo. Any existing tempo subject items, must be present in the Tempo permit activity where the data from APDU will be sent, in order for the program to identify and send the emission data to the proper subject item.** *Note: If existing subject items have been created in Tempo and not brought forward into the permit, when an uploaded file containing those subject items is sent to Tempo, new subject items will be created instead of the existing subject items being modified. This can also create problems later when trying to enter emission rate data. The program searches for the first subject item that matches the Source ID. If it finds that subject item, the program tries to write the emission data to that subject item. If it was not brought forward to the permit, the program will still claim that the emissions were successfully inserted into Tempo.*
During this process, records are created in the TEMPO application for the data set. To send the data to TEMPO, perform the following steps:

1. Click the *Send to TEMPO* button.
2. This process checks that the record set status code and the detail records aprv status codes are set to 'AP' before writing the data to TEMPO. If the record set is not in the correct status, an error message will appear stating the data cannot be submitted to TEMPO while in that status. Upon successful submission of the data to TEMPO, the status code will become 'CT' (Corresponding data has been created in TEMPO.).
3. **This is the final status of the record set and future modification of this data will not be allowed.**

Note: The Stack and Operating Info must be submitted to TEMPO before its related Emission Rate data can be submitted. Failure to submit Stack data first will result in an error and no data will be submitted to TEMPO.

! At this point the data has been successfully entered into Tempo and the process has been completed.**!**

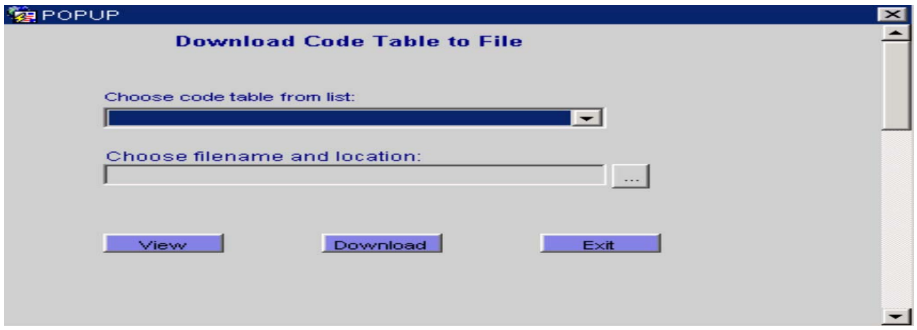
D. Download TEMPO Tables

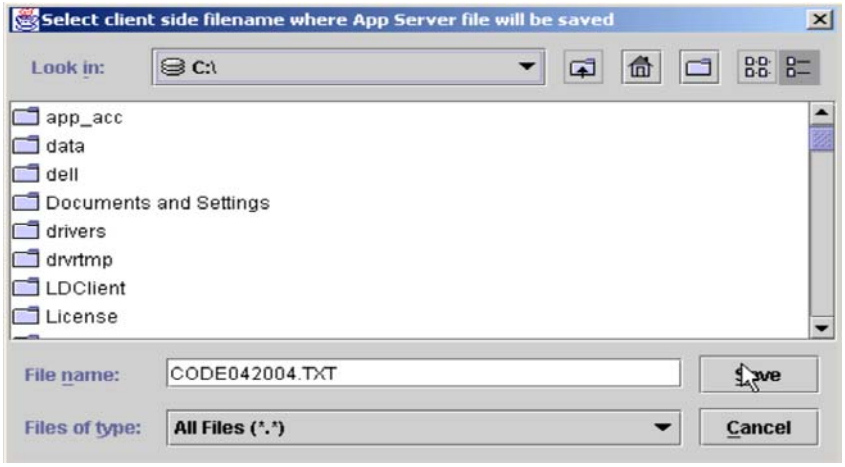
To download or view a TEMPO code table, from the **Screen Selection** screen, the following steps should be followed.

1. Click the **'***Download TEMPO Tables'* button. The Download Code Table to File popup window will appear (See below).
2. Choose the desired code table to be downloaded by clicking on the down arrow of the 'Choose code table from list:' text box. A list with the code tables available for download will appear. Below is a list of these code tables:

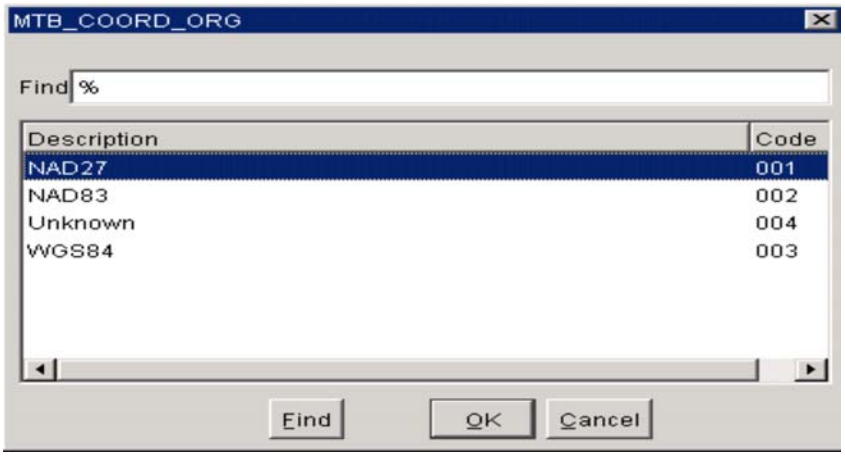
   - Coordinate Org
   - Coordinate System
   - Parameter
   - SI Relationship
   - Subject Item Category
   - Subject Item Type
   - Units

3. Enter the path and filename to which the data is to be written into the 'Choose filename and location:' text box, or locate the destination through a Select dialog box by pressing the '…' button to the right of the text box. Navigating through the folders will set up the correct path. The default filename is of the format CODE*MMDDYY*.TXT, where the *MMDDYY* is the current date. This filename may be changed if desired.
4. Once the path and filename have been identified, press the *Download* button. The data is then extracted from the database and written to the indicated text file.



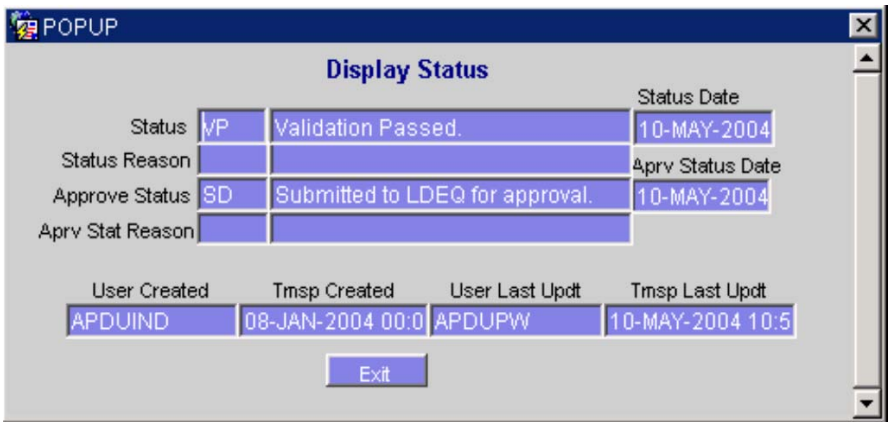


An alternative to downloading the code table to a file is to view the file on the screen. Once the desired code table is selected, click the View button. A window will appear with a listing of all the codes and descriptions (see example below). Use the scroll bars to navigate through the listing or use the Find text box by typing in a part of the code's description and click the Find button.



E. Status Codes

Throughout the APDU process, both Stack and Emission header and detail records will acquire different statuses. As the permit request proceeds through to the approval process and submission to TEMPO, it may experience statuses of validation passed, validation failed, work in progress, approved, etc. These statuses will be displayed on all submission and approval screens. To see the current status of a detail record and its description, place the cursor on the record and press CTRL-H. A window similar to the example below will appear on the screen.



Below is a list of the different status codes and descriptions the permit request may experience.

Header Records

The header record Status Code describes the status of the entire record set (header and detail as a whole).

Status Code	Status Description
WIP	Work in Progress. Note: This will be the default status for new records.
DL	Deleted.
SD	Submitted to DEQ for approval.
RR	Returned and Rejected by Permit Writer.
AP	Approved by Permit Writer to send to TEMPO.
CT	Corresponding data has been created in TEMPO.
ER	Error Occurred.

Detail Records

The detail section has two status codes. The first is simply the Status Code, which describes the status of the individual detail record regarding validation. As the record sets are validated via the Validation process, each detail record is checked for valid data and will receive the 'VP' status if passed, 'VF' for failed.

Status Code	Status Description
WIP	Work in Progress. Note: This will be the default status for new records.
DL	Deleted.
VF	Validation Failed.
VP	Validation Passed.
ER	Error Occurred.

The second status code is the Aprv Status Code, which describes the status of the individual detail record once it is submitted to LDEQ for permit writer review. As the permit writer evaluates the data, the record may be approved, rejected or created in TEMPO. *Note:* The set of aprv status codes are the same as the status codes used for the record set status codes found in the header.

Aprv Status Code	Status Description
WIP	Work in Progress. Note: This will be the default status for new records.
DL	Deleted.
SD	Submitted to DEQ for approval.
RR	Returned and Rejected by Permit Writer.
AP	Approved by Permit Writer to send to TEMPO.
CT	Corresponding data has been created in TEMPO.
ER	Error Occurred.

Status Reason Codes

Each of the status codes described above have an associated reason code. The purpose of this code is to supply a reason for why the record has failed validation or is being rejected. For example, the record set (header) status reason code may state that the permit number or activity number is invalid. The detail status reason code may state that Lat/Long values are invalid or that the subject item type code is invalid. And, the aprv status reason code may simply state that the permit writer is requesting corrected or additional information.

F. Toolbar

Below is the toolbar with icon buttons that perform the listed function. A description of the function can be found in the next section, *Menu Options and Sub-Options* by locating the function under Sub-Option.

Save Print Exit Cut Copy Paste Enter Execute Exit

G. Menu Options and Sub-Options

Located at the top of the APDU screen just below the title bar is the menu. The following table lists the different menu items and its associated sub-options with descriptions.

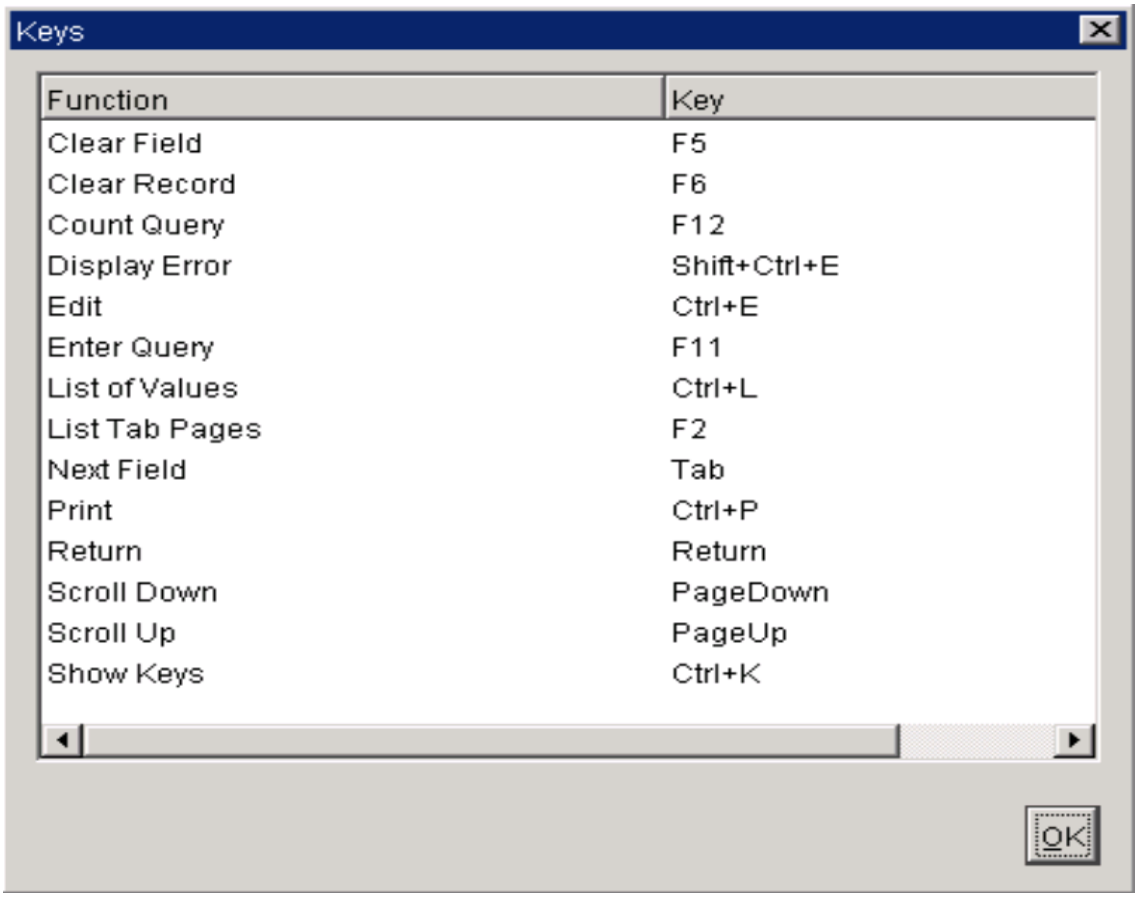
Menu Option	Sub-Option	Description
Action	Save*	Saves the current data set.
	Clear Field**	Clears the selected field.
	Clear Record**	Clears the entire record set if prompt is in header. Clears the one detail record if prompt is on a detail line.
	Clear All**	Clears the entire form regardless of where the prompt is.
	Print*	Prints the current screen.
	Exit*	Exits the form.
	Logout Application	Logs out and exits the application.
Edit	Cut*	Remove selected data from the form.
	Copy*	Copy selected data to the clipboard.
	Paste*	Place previously copied data onto the form.
	Display List	Displays a valid list of possible values for a particular field
Search	Enter*	Puts the form in Query Mode.
	Execute*	Executes a query.
	Cancel*	Cancels query; takes form out of Query Mode.
	Count Hits	Returns the number of records the query will retrieve.
Record	Previous	Scrolls back to the previous record.
	Next	Scrolls forward to the next record.
	Insert	Inserts a new record.
	Delete	Deletes the entire record set if prompt is in header. Deletes the one detail record if prompt is on a detail line.
Field	Previous Item	Moves cursor to the previous field on the form.
	Next Item	Moves cursor to the next field on the form.
Help	Keys	Displays hotkeys and their functions.
	Display Error	Displays details of form errors (FRM - #####).
Window	Cascade	Displays open windows in a cascaded format.
	Tile Horizontally	Displays open windows horizontally from left to right.
	Tile Vertically	Displays open windows vertically up and down.

* These Sub-Options also have icon shortcut buttons located on a toolbar as described in the previous section.

** These Sub-Options clear data from the form only. If any previously saved data is to be deleted, it must be deleted using the Delete sub-option under the Record option.

H. Function Keys

Under the *Help* Menu Option, there is a *Keys* sub-option that lists several function keys (or, hotkeys). These function keys provide shortcuts to perform basic system functionality. Below is a list of the keys and their functions.



I. Exit the Application

Exiting the APDU application can be achieved in two ways:

1. On the Menu, select Action -> Logout Application. This will exit the application from any screen.

2. Press the Exit icon on the toolbar, or on the Menu, select Action -> Exit. This will allow you to exit the current screen and return you to the previous screen. Repeat this step until the Login screen is displayed. At this point, the *Exit* button can be clicked to exit the application.

VI. File Formats

The following are the formats of the two possible files that can be uploaded and submitted to DEQ.

A. Stack and Operating Information

Header Record – Only one header record should be included per file.

Field Name	Field Length	Field Type	Field Location	Description
Record Type Indicator	2	CHAR	1 - 2	Indicates the type of record. Header = 01, Detail = 02. There should be one header record per file.
Agency Interest Number	10	NUMBER	3 - 12	Agency Interest number assigned by DEQ.
Permit Number	50	CHAR	13 - 62	A unique identifier for the Permit that is assigned by DEQ. The Permitted will know this.
Permit Description	120	CHAR	63 - 182	A description of the permit assigned and used by permit writers to identify the permit (Title Desc).
Activity Number	11	CHAR	183 - 193	The number of the activity. It is populated only when the TEMPO Permit document is created, which is after the data is submitted and approved. The value is concatenated made up of: activity_class_code char(3) + activity_year num(4) + activity_num num(4).
Permitted Comments	200	CHAR	194 - 393	Used by Permitted to enter comments about the record set.
Filler	130	CHAR	394 - 523	This is just a filler so that the header record will be the same length as the detail record. It should contain blank spaces.

Detail Record – One or more detail records should be included per file.

Field Name	Field Length	Field Type	Field Location	Description
Record Type Indicator	2	CHAR	1 - 2	Indicates the type of record. Header = 01, Detail = 02. There should be 1 or more detail records per file.
Subject Item Category Code	4	CHAR	3 - 6	A code representing the category of the subject item.
Subject Item Type Code	4	CHAR	7 - 10	A code representing the type of subject item.
Source ID No.	20	CHAR	11 - 30	A unique identifier for the subject item used by the Permitted source system.
Descriptive Name	100	CHAR	31 - 130	A name of the subject item as defined by the Permitted source system.
Relationship code	2	CHAR	131 - 132	A code representing a relationship between multiple subject items.
Related Subject Item	20	CHAR	133 - 152	A unique identifier for the subject item that this record is related to.

Field Name	Field Length	Field Type	Field Location	Description
Group Source ID No.	20	CHAR	153 - 172	Indicates the group that multiple subject items belong to.
Former Source ID No.	20	CHAR	173 - 192	The previous unique identifier for the subject item. If this field is populated, the corresponding SI Alt record should include an end date, which will be the current SYSDATE.
Subject Item ID	10	NUMBER	193 - 202	The unique identifier for the subject item used by TEMPO. It is populated only when the TEMPO subject item is created.
Latitude Degrees	3	NUMBER	203 - 205	Latitude in degrees.
Latitude Minutes	2	NUMBER	206 - 207	Latitude in Minutes.
Latitude Seconds	2	NUMBER	208 - 209	Latitude in Seconds
Latitude Tenths	2	NUMBER	210 - 211	Latitude in Tenths.
Longitude Degrees	3	NUMBER	212 - 214	Longitude in Degrees.
Longitude Minutes	2	NUMBER	215 - 216	Longitude in Minutes.
Longitude Seconds	2	NUMBER	217 - 218	Longitude in Seconds.
Longitude Tenths	2	NUMBER	219 - 220	Longitude in Tenths.
Coordinate Method	2	CHAR	221 - 222	Coordinate Method code table. Based upon MTB_COORD_SYSTEM.
Coordinate Datum	3	CHAR	223 - 225	Coordinate Datum code table. Based upon MTB_COORD_ORG.
Stack Height	9	999999.99	226 - 234	The height of the stack. It is stored in format 999999.99
Stack Diameter	9	999999.99	235 - 243	The diameter of the stack. It is stored in format 999999.99
Stack Area	9	999999.99	244 - 252	The area of the stack. It is stored in format 999999.99
Stack Gas Exit Temperature	9	999999.99	253 - 261	The stack gas exit temperature. It is stored in format 999999.99
Stack Gas Flow Rate	9	999999.99	262 - 270	The stack gas flow rate. It is stored in format 999999.99
Stack Gas Exit Velocity	9	999999.99	271 - 279	The stack gas exit velocity. It is stored in format 999999.99

Field Name	Field Length	Field Type	Field Location	Description
Tank Capacity	9	999999.99	280 - 288	The tank capacity. It is stored in format 999999.99. If non-zero, then the Unit Code must be included.
Tank Capacity Unit Code	2	CHAR	289 - 290	Based upon the MTB_UNITS code table.
Maximum Operating Rate	9	999999.99	291 - 299	The maximum operating rate. It is stored in format 999999.99. If non-zero, then the Unit Code must be included.
Max Operating Rate Unit Code	2	CHAR	300 - 301	Based upon the MTB_UNITS code table.
Normal Operating Rate	9	999999.99	302 - 310	The normal operating rate. It is stored in format 999999.99. If non-zero, then the Unit Code must be included.
Normal Operating Rate Unit Code	2	CHAR	311 - 312	Based upon the MTB_UNITS code table.
Normal Operating Time (hours/yr)	11	NUMBER	313 - 323	Represents the number of hours in the year that the SI operates. It should be numeric.
Permitted_Comments	200	CHAR	324 - 523	Used by Permitted to enter comments about the subject item.

B. Emission Data

Header Record – Only one header record should be included per file.

Field Name	Field Length	Field Type	Field Location	Description
Record Type Indicator	2	CHAR	1 - 2	Indicates the type of record. Header = 01, Detail = 02. There should be one header record per file.
Agency Interest Number	10	NUMBER	3 - 12	Agency Interest number assigned by DEQ.
Permit Number	50	CHAR	13 - 62	A unique identifier for the Permit that is assigned by DEQ. The Permitted will know this.
Permit Description	120	CHAR	63 - 182	A description of the permit assigned and used by permit writers to identify the permit (Title Desc).
Activity Number	11	CHAR	183 - 193	The number of the activity. It is populated only when the TEMPO subject item is created, which is after the data is submitted and approved. The value is concatenated made up of: activity_class_code char(3) + activity_year num(4) + activity_num num(4).
Permitted Comments	200	CHAR	194 - 393	Used by Permitted to enter comments about the record set.
Filler	25	CHAR	394 - 418	This is just a filler so that the header record will be the same length as the detail record. It should contain blank spaces.

Detail Record – One or more detail records should be included per file.

Field Name	Field Length	Field Type	Field Location	Description
Record Type Indicator	2	CHAR	1 - 2	Indicates the type of record. Header = 01, Detail = 02. There should be 1 or more detail records per file.
Subject Item Category Code	4	CHAR	3 - 6	A code representing the category of the subject item.
Subject Item Type Code	4	CHAR	7 - 10	A code representing the type of subject item.
Source ID No.	20	CHAR	11 - 30	A unique identifier for the subject item used by the Permitted source system.
Descriptive Name	100	CHAR	31 - 130	A name of the subject item as defined by the Permitted source system.
Subject Item ID	10	NUMBER	131 - 140	The unique identifier for the subject item used by TEMPO. It is populated only when the TEMPO subject item is created.
Pollutant Code	12	CHAR	141 - 152	Populated by code table MTB_PARAMETER
Avg_lb_hr_sign	2	CHAR	153 – 154	Valid values are <, <=.
Upper Bound Qty (Avg lb/hr)	20	CHAR	155 – 174	Upper Bound Avg lb per hr
Max_lb_hr_sign	2	CHAR	175 – 176	Valid values are <, <=.
Upper Bound Qty (Max lb/hr)	20	CHAR	177 – 196	Upper Bound Max lb per hr
Tons_per_yr_slgn	2	CHAR	197 – 198	Valid values are <, <=.
Upper Bound Qty (tpy)	20	CHAR	199 – 218	Upper Bound Tons per year
Permitted_Comments	200	CHAR	219 - 418	Used by Permitted to enter comments about the subject item.

VII. Troubleshooting

1. When the URL is accessed, if nothing appears to be happening, this indicates that you do not have JInitiator installed and are not a member of the Administrator or Power User group.

2. It may be necessary to speak to your computer operating system administrator about opening a port for the APDU application. It is only necessary to open a single port. Contact DEQ Permits Division to report errors.